

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190027-8
REPORTS COUNT - OFFICE OF LOGISTICS

Reporting Element and How Produced	Frequency and Number							Other	Total
	Weekly	Biweekly	Monthly	Bimonthly	Quarterly	Semiannual	Annual		
1. Executive Officer Manual	1								1
2. Budget & Fiscal Branch Manual			5				4		9
3. Records & Services Branch Manual					1		1		2
4. Personnel & Training Staff Manual	4		2						6
5. Security Staff Manual			1				1		2
6. Building Planning Staff Manual	1						2		3
7. Planning Staff Manual	1						2		3
8. Procurement Management Staff Manual Machine	1 1	3	1 2	1	1	4	2		3 12
9. Procurement Division Manual	2	8			2	1	3	1 (as needed)	17
10. Supply Division Manual Machine	17 1		45 45	1 17	1 11	4 13	8 10		76 97
11. Real Estate & Construction Division Manual Machine	1		1		1 1	7 1	8 1		18 3
12. Printing Services Division Manual Machine	2	2	5 1		3	5	8 1	1 (as needed) 5 (triannual)	31 2
13. Logistics Services Division Manual Machine	1		5		2	4 1	4		16 1
TOTAL	32	13	113	19	23	40	55	7	302

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